

**SUBJECT: SAINT LAWRENCE SEAWAY DEVELOPMENT CORPORATION
ADVISORY BOARD CHARTER**

1. **PURPOSE:** This directive re-establishes a charter for the Advisory Board of the Corporation as required under the provisions of the Federal Advisory Committee Act (5 U.S.C. App.).
2. **AUTHORITY:** The Saint Lawrence Seaway Development Corporation Advisory Board is established under 33 U.S.C. 982(b).
3. **SCOPE:** The Saint Lawrence Seaway Development Corporation Advisory Board will perform in an advisory capacity to the Administrator of the Saint Lawrence Seaway Development Corporation.
4. **OBJECTIVES AND DUTIES**
 - (a) The Advisory Board has the continuing responsibility for advising the Administrator on Corporation policies as they relate to the overall effective operation and development of the St. Lawrence Seaway.
 - (b) The Advisory Board performs the following advisory duties:
 - (i) Reviews the overall general policies of the Corporation.
 - (ii) Periodically reviews the rules of the measurement for vessels and their cargoes transiting the St. Lawrence Seaway together with the rates of charges and/or tolls levied by the Corporation.
 - (iii) Reviews Corporation policies in connection with any major design and construction change of navigation facilities.
 - (iv) The advice and recommendations of the Advisory Board shall be the result of the members' independent judgments.
5. **COMPOSITION:** The Advisory Board consists of five Special Government Employees (SGEs) appointed by the President, by and with the advice and consent of the Senate. By law, not more than three of the members shall belong to the same political party.

6. MEETING PROCEDURES

- (a) The meetings shall be at the call of the Administrator and shall convene under the following conditions:
 - (i) Meetings will be held no more often than every 90 days.
 - (ii) A notice of each meeting will be published at least 15 days in advance in the Federal Register.
 - (iii) Meetings will be open to the public, except as specified in the meeting notice.
- (b) The Administrator or his or her designee shall chair or attend each meeting of the Advisory Board and shall be responsible for:
 - (i) Establishing procedures for attendance and appearances by interested members of the public at Advisory Board meetings and for the filing of statements by interested persons.
 - (ii) Conducting the meetings of the board, including approval of the agenda.
 - (iii) Ensuring that minutes of each Advisory Board meeting are kept containing the time and place of the meeting, a record of persons present, a list of the members of the public who presented oral or written statements, and a complete and accurate summary description of matters discussed and conclusions reached. Copies of all reports received, issued or approved by the Advisory Board at their meetings shall be incorporated into the minutes.
 - (iv) Adjourning any meeting of the Advisory Board whenever he or she determines it to be in the public interest.
 - (v) Ensuring that in the event the Board decides to hold a meeting closed to the public, it makes a written determination explaining the reasons for the decision and maintains a public record stating that the meeting took place.

7. SUPPORTING AGENCY

The Saint Lawrence Seaway Development Corporation of the Department of Transportation shall provide administrative support for the meetings of the Advisory Board.

8. ESTIMATED ANNUAL OPERATING COST

The estimated annual operating cost of the Advisory Board is \$11,000. Work-years of Saint Lawrence Seaway Development Corporation personnel directly allocable to Advisory Board activities are estimated to be less than the aggregate of one quarter person year.

9. COMPENSATION AND TRAVEL

Members of the Advisory Board shall receive for their services as members such compensation as directed by statute. Presently they receive \$50 per diem when actually engaged in the performance of their duties, in addition to their necessary traveling expenses.

10. TERMINATION DATE

The Advisory Board is a continuing advisory committee and shall be active for so long as SLSDC remains a corporation. This charter will be reviewed and modified as necessary; however, such review will be conducted at least every 2 years from the date of filing.

11. EFFECTIVE DATE OF THE CHARTER

The charter is effective on 11/7/08 and terminates 2 years after that on 11/7/10.